

Memorandum

Date: October 29, 2010

To: Office of the Commissioner
Attention: Commissioner J. A. Farrow

From: **DEPARTMENT OF CALIFORNIA HIGHWAY PATROL**
Office of Inspector General

File No.: 010.11731.15989

Subject: FINAL 2010 COMMAND PERFORMANCE REVIEW OF THE
ALTADENA AREA

I am issuing this final performance review report of the Altadena Area pursuant to Government Code (GC) §13887, the California Highway Patrol (CHP) Audit Charter and CHP Audit Plan. The review focused on the command's operations related to arrest reports, evidence and property, officer's monthly activity forms, manager and supervisor evaluations, ride-along program, special duty positions, unusual occurrence log, subpoenas and court attendance, daily field reports, secondary employment documentation for employees, inconsistent and incompatible activities statement documentation, and the maintenance of substance abuse kits.

The inspection findings for the Altadena Area are as follows:

1. Seven out of 13 CHP 118S, Performance Appraisal – Sergeant forms reviewed, (54 percent) were completed more than 60 days following the end of the calendar year.
2. One out of four CHP 118MM, Performance Appraisal – Middle Manager forms, (25 percent) were completed more than 60 days following the end of the calendar year.
3. The Area does not have a Standard Operating Procedure (SOP) for civilian ride-alongs.
4. Fifty-one percent of collisions taken during the review period were made available to the public within eight days of the collision date.
5. Ten out of 20 CHP 415 forms reviewed (50 percent), did not document verbal warnings correctly. The documents did not contain the driver's license number of the violator and/or the reason for the contact.

Safety, Service, and Security

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6. The Area maintains a secondary employment log; however, it does not document the rank of the employee or the name of the business where the employee is employed.
7. Six of the ten personnel folders reviewed (60 percent), contained a CHP 18, Receipt of Inconsistent and Incompatible Activities form with an incorrect revision date.

The Altadena Area commander agreed with the findings, and has taken corrective action to improve command operations. The commander's response is attached and is incorporated into this final report.

In accordance with the *International Standards for the Professional Practice of Internal Auditing* and Government Code §13887 (a) (2), this report, the response, and any follow-up documentation is intended for the Office of the Commissioner; Assistant Commissioner, Field; Office of Inspector General; Office of Legal Affairs; and Southern Division. Please note this report restriction is not meant to limit distribution of the report, which is a matter of public record pursuant to GC §6250 et seq. In accordance with the Governor's Executive Order S-20-09 to increase government transparency, this report will be posted on the CHP internet website, and on the Office of the Governor's webpage, located on the State government website.

Southern Division has reviewed the response submitted by the Altadena Area and agreed with the Altadena Area commander. As a result, no further reporting is required by the Altadena Area and the matter is considered closed.

The Office of Inspector General would like to thank the management and staff of the Altadena Area for their cooperation during the inspection. If you have any questions or are in need of additional information, please contact me or Lieutenant Paul Schroeder at (951) 486-2829.


R. J. JONES, Captain
Interim Inspector General

Attachment

cc: Assistant Commissioner, Field
Altadena Area
Southern Division
Office of Legal Affairs

M e m o r a n d u m

Date: September 7, 2010

To: Southern Division

From: **DEPARTMENT OF CALIFORNIA HIGHWAY PATROL**
Altadena Area

File No.: 575.13125

Subject: RESPONSE TO DRAFT ALTADENA AREA PERFORMANCE REVIEW

This memorandum is intended to serve as the written response to the draft command performance review of the Altadena Area as required by the memorandum from the Office of Inspector General dated August 11, 2010.

Finding 1 – Agree. The Area lieutenant's will ensure all sergeants' CHP 118S, Performance Appraisals, are completed prior to 60 days following the end of the calendar year.

Finding 2 – Agree. Captain Dance will ensure all 118MM, Performance Appraisals – Middle Manager, are completed prior to 60 days following the end of the calendar year.

Finding 3 – Agree. The Area has added civilian ride-alongs to the SOP.

Finding 4 – Agree. The Area had a newly assigned Accident Review Officer prior to this audit. This officer is now performing at a more effective level with the reports being reviewed and returned to the investigating officers in a timelier manner. The Accident Review Officer generates and distributes a report of all incomplete accident reports on a weekly basis. The shift sergeants are instructed to ensure all reports are completed and submitted to the Accident Review Officer. The Area VIN Officer now assists the Accident Review Officer by dedicating each Monday to reviewing accident reports. Additionally, all officers are reminded to complete all reports prior to going on RDOs. Lastly, the Accident Review Officer tracks high priority reports and updates Area management and supervision weekly on their status.

Finding 5 – Agree. The officers were instructed on the proper information required on the CHP 415s regarding verbal warnings. Shift sergeants will critically review all CHP 415s for all required information including verbal warning information.

Finding - 6 Agree. The Area's secondary employment log was updated with the rank of the employee and the name of the business where the employee is secondarily employed. This information will be included in all future entries into the log.

Safety, Service, and Security

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Finding 7 – Agree. All CHP 18, Receipt of Inconsistent and Incompatible Activities, forms have been replaced with the correct revision date of September 2003.

Questions regarding this response may be directed to Captain Dance.

A handwritten signature in black ink, appearing to read 'W. A. Dance', with a long horizontal line extending to the right.

W. A. DANCE, Captain
Commander

**OFFICE OF
INSPECTOR GENERAL**



**2010 ALTADENA AREA
PERFORMANCE REVIEW**
(Original)

2010 ALTADENA AREA PERFORMANCE REVIEW

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Command: Altadena	Division: Southern	Chapter: Performance Review
Inspected by: Officer R. Madeira, Sergeant D. Temple and Lieutenant P. Schroeder		Date: 04/27/10 – 05/06/10

INSTRUCTIONS: This document shall be typed. Check appropriate boxes as necessary, or fill in the blanks as indicated. Enter the chapter number of the inspection in the Chapter Inspection number. Under "Forward to:" enter the next level of command where the document shall be routed to and its due date. This document shall be utilized to document innovative practices, suggestions for statewide improvement, identified deficiencies, and corrective action plans. A CHP 51 Memorandum may be used if additional space is required.

TYPE OF INSPECTION <input type="checkbox"/> Division Level <input type="checkbox"/> Command Level <input checked="" type="checkbox"/> Executive Office Level		Total hours expended on the inspection: 38 hours	<input checked="" type="checkbox"/> Corrective Action Plan Included <input type="checkbox"/> Attachments Included
Follow-up Required: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Forward to: Office of Inspector General Due Date:		
Performance Review:			

The Office of Inspector General (OIG) conducted a performance review of the Altadena Area. The review team arrived Tuesday, April 27, 2010, and completed their work Thursday, May 6, 2010. The following inspectors worked the corresponding hours as indicated below:

Inspector	Number of Hours
Officer R. Madeira, #15989	19
Sergeant D. Temple, #13159	18
Lieutenant P. Schroeder, #11564	1
Total Hours	38

The review used the methodology described at <http://home.chp.ca.gov/acinspgen/oi> and consisted of examining 13 separate topics. The time period utilized differed in relation to the topic examined. The following topics and dates are indicated below:

Topic Inspected	Dates Examined
1. Arrest Reports	04/01/2009 – 03/31/2010
2. Evidence/Property	05/30/2009 – 04/26/2010
3. Monthly Activity - Officer's Evaluation / Activity Summary, CHP 100	10/01/2009 – 03/31/2010
4. Evaluations – Supervisors and Managers	01/01/2008 – 03/31/2010
5. Ride-Along Program	10/01/2009 – 03/31/2010
6. Special Duty Positions	10/01/2009 – 03/31/2010
7. Rotation of Special Duty Positions	01/01/2002 – 03/31/2010
8. Unusual Occurrence Log	10/01/2009 – 03/31/2010
9. Subpoenas and Court Attendance	10/01/2009 – 03/31/2010
10. Daily Field Report, CHP 415	10/01/2009 – 03/31/2010
11. Notice to Engage in Secondary Employment, CHP 318	01/01/2009 – 03/31/2010
12. Receipt of Inconsistent and Incompatible Activities Statement, CHP 18	01/01/2009 – 03/31/2010
13. Substance Abuse Kits	Current

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FINDINGS REQUIRING FOLLOW-UP

1. Seven out of 13 CHP 118S, Performance Appraisal – Sergeant forms reviewed (54 percent), were completed more than 60 days following the end of the calendar year.
2. One out of four CHP 118MM, Performance Appraisal – Middle Manager forms (25 percent), were completed more than 60 days following the end of the calendar year.
3. The Area does not have a Standard Operating Procedure (SOP) for civilian ride-alongs.
4. Fifty-one percent of collisions taken during the review period were made available to the public within eight days of the collision date.
5. Ten out of 20 CHP 415 forms reviewed (50 percent), did not document verbal warnings correctly. The documents did not contain the driver's license number of the violator and/or the reason for the contact.
6. The Area is maintaining a secondary employment log, however, it does not document the rank of the employee or the name of the business where the employee is secondarily employed.
7. Six of the 10 personnel folders reviewed (60 percent), contained a CHP 18, Receipt of Inconsistent and Incompatible Activities form with an incorrect revision date.

ARREST REPORTS

Objective:

- Review of the articulable facts of probable cause related to arrest reports for Penal Code sections 148(a)(1) and 647(f) arrests in order to ensure adherence to departmental policy and pertinent laws. Assess the application of associated departmental policy and compliance by Department employees.

Findings:

None.

Observations:

- The Area had a total of 1647 arrest reports during the review period. 15 arrest reports were for 148(a)(1) PC and six were for 647(f) PC. The combined 148(a)(1) PC and 647(f) PC arrests reports accounted for 1.15% of all arrests.
- Twelve of the 15 148(a)(1) PC arrest reports reviewed were filed by the District Attorney. Ten of those are pending disposition, one had a final disposition of guilty and one was

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rejected for prosecution. The remaining three reports had not yet been completed by the investigating officers.

- All six 647(f) PC arrest reports reviewed were filed by the District Attorney. Four cases are pending disposition and two had a final disposition of guilty.

EVIDENCE / PROPERTY

Objective:

- Review and sample evidence/property focusing on drugs, guns, and money entering the evidence system from the time of the last Evidence Inspection conducted by the OIG to the time of this review (May 30, 2009, through April 26, 2010) to verify the command is in compliance with applicable departmental policy and to ensure the continued integrity of the system.

Findings:

None.

Observations:

- The sign-in sheets for the evidence room were reviewed and they are being utilized according to current policy.
- Evidence is maintained according to policy. All evidence was located and quarterly audits are being conducted.
- All items located reflected both gross and net weights of controlled substances on the CHP 36 Evidence/Property Receipt/Report, the CHP 36B Evidence/Property Log and in the Area Information System (AIS).
- All CHP 36 forms for items containing guns included e-trace and Automated Firearms System documentation.
- All CHP 36 forms inspected documented two persons counting money.
- The Area commander has signed into the evidence room on two occasions since the May 2009 evidence inspection demonstrating his proactive involvement.

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MONTHLY ACTIVITY - OFFICERS EVALUATION / ACTIVITY SUMMARY, CHP 100

Objective:

- Review the CHP 100 forms to verify processing at all levels is being completed timely and in accordance with applicable policy and SOP for performance comments/ratings.

Findings:

None.

Observations:

- Eight of the 20 CHP 100 forms reviewed (40 percent), did not contain initials by a supervisor indicating a 15 day review had been completed.
- The Area does not have a SOP for the timely completion of CHP 100 forms.

EVALUATIONS – SUPERVISORS AND MANAGERS

Objective:

- Review supervisor's and manager's evaluations for timeliness and to ensure they are being completed as directed by applicable policy. The time period of January 1, 2008 to the date of this review was utilized when reviewing evaluations.

Findings:

- Seven out of thirteen CHP 118S, Performance Appraisal – Sergeant forms (54 percent), were completed more than 60 days following the end of the calendar year.
- One out of four CHP 118MM, Performance Appraisal – Middle Manager forms (25 percent), were completed more than 60 days following the end of the calendar year.

Observations:

- All CHP 112 forms reviewed were completed properly.

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RIDE-ALONG PROGRAM

Objective:

- Review and evaluate the application of departmental policy including local SOP for civilian ride-alongs. Verify the use of the CHP 428 form to ensure accuracy and consistency in support of the effort to increase safety and reduce liability. Review pertinent documents and systems to verify that supervisors are conducting quarterly ride-alongs with officers. All of 2009 was examined when reviewing the Ride-Along program.

Findings:

- The Area does not have an SOP for civilian ride-alongs.

Observations:

- All twenty CHP 428, Release and Waiver of Liability forms evaluated did not reflect the purpose of the civilian ride-along.
- One out of 20 (five percent), CHP 428 forms had a CLETS printout attached.
- The Area has a quarterly ride-along log posted in the sergeant's office to ensure all road officers receive ride-alongs according to SOP requirements.
- The Area completed the mandatory one-hour defensive driver training sessions with all area personnel during the April training days.

SPECIAL DUTY POSITIONS

Objective:

- Review functions of the VIN Officer, School Bus Officer/Coordinator (SBOC), and Tow Officer. Verify these positions are administered effectively in accordance with departmental policy, "best practices," and SOP to verify departmental value along with system integrity. The time period reviewed for the special duty assignments was from January 2002 to the time of this review.

Findings:

None.

Observations:

- The Area SOP does not contain procedures for voiding VIN labels.

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- All VIN labels were accounted for.
- The Tow Service Agreements (TSA) in the examined files were complete and approved by the Area commander.
- School bus tests and certificates were stored in a locked cabinet accessible only to the school bus officer and sergeant.

ROTATION OF SPECIAL DUTY POSITIONS

Objective:

- Review selection criteria, staffing levels, assignments, and rotation to evaluate the tenure of the current position holders and adequacy of SOP to address the duration and distribution of these positions. The time period reviewed for the special duty assignments was from January 2002 to the time of this review.

Findings:

None.

Observations:

- The Area does not have SOP establishing a maximum time officers can remain in special duty positions.
- The special duty positions have been occupied by the current officer for the following time periods:
 - The current SBOC has been in the position for five years.
 - The current VIN officer has been in the position for less than one year.
 - The current tow officer has been in the position for less than one year.
 - The current accident investigation review officer has been in the position for less than one year.
 - One of the current court officers has been in the position for one year and the other has been in the position for eight years.
 - The current evidence officer has been in the position for one year.
 - The current front desk officer has been in the position for one year.

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- The current training officer has been in the position for four years.
- The current public Information officer has been in the position for less than one year.
- The current felony investigation officer has been in the position for less than one year.
- The current safety services program officer has been in the position for less than one year.

UNUSUAL OCCURRENCE LOG

Objective:

- Review and evaluate for accuracy, timeliness, and consistency in accordance with SOP, "best practices," and departmental policy.

Findings:

None.

Observations:

- The Area unusual occurrence log is well maintained, displays appropriate language, and is accessible only to sergeants and above.
- Officers-in-charge advise the next available sergeant of high-profile and/or threshold incidents requiring an entry in the unusual occurrence log.
- All high profile incidents reviewed indicate the presence of supervisory personnel.

SUBPOENAS AND COURT ATTENDANCE

Objective:

- Review and evaluate local procedures to verify compliance with laws and departmental policy to determine the effectiveness of the system and court attendance of departmental employees.

Findings:

None.

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Observations:

- The Area SOP does not outline the requirement for officers to indicate case disposition on CHP 415 forms.
- CHP 415 forms reviewed for road officers indicate they are attending court when subpoenaed with the exception of when the date of the subpoena conflicts with mandatory Area training days.
- Officers assigned to special duty positions do not indicate on their CHP415, Daily Field Record, when they go to court.
- Nine out of 12 (75 percent), CHP 415 forms that reflected court attendance did not display the court case disposition.
- The Area has a system in place to conduct audits monitoring court appearances. Every month, each sergeant randomly selects an officer within their assigned den and compares the subpoena log prepared by clerical personnel with the officer's CHP 415 forms. The officer is contacted regarding any lack of attendance and, if appropriate, corrective action follows. The same process is followed for Southern Division's requirement of a bi-annual court audit. In addition, the Area currently receives daily court dockets from one of the courts within the Area and is in the process of attempting to obtain similar information from the remaining courts to more readily track court attendance by officers.

DAILY FIELD RECORD, CHP 415

Objective:

- Review and evaluate calls for service, traffic collision investigations, and other related incidents to verify the accuracy, thoroughness, and effectiveness of the documentation process by departmental employees. Determine the timeliness in which traffic collisions are completed and available to members of the public.

Findings:

- Fifty-one percent of collisions taken during the review period were made available to the public within eight days of the collision date.
- Ten of the 20 CHP 415 forms reviewed (50 percent), did not document verbal warnings correctly. The documents did not contain the driver license number of the violator and/or the reason for the contact.

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Observations:

- One out of 20 traffic collisions (five percent), was recorded as a "motorist service."
- One out of 20 traffic collisions (five percent), could not be located on the CHP 415 for the officer assigned to the collision or in the AIS.
- Eighteen of the traffic collision responses (90 percent), reflected a report was taken, documented properly, and reconciled with entries located in AIS.
- All of the arrests documented on the CHP 415 forms reviewed were entered into AIS.

NOTICE TO ENGAGE IN SECONDARY EMPLOYMENT, CHP 318

Objective:

- Review forms in conjunction with the associated logs and selected personnel files focusing on accuracy, timeliness, and compliance with applicable policy to reduce departmental liability resulting from potential conflicts of interest.

Findings:

- The Area is maintaining a secondary employment log, however, it does not document the rank of the employee or the name of the business where the employee is secondarily employed.

Observations:

- Both officers with secondary employment have current CHP 318 forms in their employee files which are current to the date of their last annual evaluation.

RECEIPT OF INCONSISTENT AND INCOMPATIBLE ACTIVITIES, CHP 18

Objective:

- Review completion of forms and verify the form revision date to ensure compliance with departmental policy.

Findings:

- Six of the 10 personnel field folders reviewed (60 percent), contained a CHP 18 form with an incorrect revision date.

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SUBSTANCE ABUSE KITS

Objective:

- Review the current substance abuse kits and determine the availability, expiration date, and security of the kits as required by departmental policy.

Findings:

None.

Observations:

- Both substance abuse kits maintained by the Area are stored in a locked filing cabinet, accessible only to supervision.
- Both substance abuse kits are sealed and contain all required items.

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Commander's Response: ☐ Concur or ☐ Do not concur (Do not concur shall document basis for response)

Please provide response in the form of a CHP 51, Memorandum.

Inspector's Comments: Shall address non concurrence by commander (e.g., findings revised, findings unchanged, etc.)

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Required Action:
Corrective Action Plan/Timeline

Please provide response in the form of a CHP 51, Memorandum.

<input type="checkbox"/> Employee would like to discuss this report with the reviewer. (See HPM 9.1, Chapter 8, for appeal procedures.)	Commander's Signature: 	Date: 9/8/10
	Inspector's Signature: 	Date: 5/13/10
<input type="checkbox"/> Reviewer discussed this report with the employee. <input checked="" type="checkbox"/> Concur <input type="checkbox"/> Do not concur	Reviewer's Signature: 	Date: 4/8/10

Section

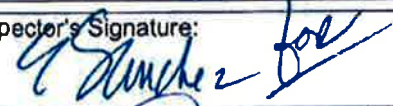

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COMMAND INSPECTION PROGRAM **COMMAND PERFORMANCE REVIEW CHECKLIST**

Command: Altadena	Division: Southern	Number: 575
Evaluated by: Officer R. Madeira		Date: 04/27/10 - 05/06/10
Assisted by: Sgt. D. Temple and Lt. P. Schroeder		Date: 04/27/10 - 04/30/10

INSTRUCTIONS: Answer individual items with "Yes" or "No" answers, or fill in the blanks as indicated. Any discrepancies with policy, applicable legal statutes, or deficiencies noted in the review shall be commented on via the "Remarks" section. Additionally, such discrepancies and/or deficiencies shall be documented on an Exceptions Document and addressed to the next level of command. Furthermore, the Exceptions Document shall include any follow-up and/or corrective action(s) taken. If this form is used as a Follow-up Inspection, the "Follow-up Inspection" box shall be marked and only deficient items need to be re-inspected.

Type of Inspection: <input checked="" type="checkbox"/> Executive Office Level		Lead Inspector's Signature: 	
Follow-up Required: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Follow-up Inspection	Commander's Signature: 	Date: 9/8/10
<p>Note: A "Yes" response indicates full compliance with policy. If a "No" or "N/A" box is checked the "Remarks" section shall be utilized for explanation.</p> <p>Questions 1 through 11 pertain to the review of Arrest Reports.</p> <p>Consider the following when reviewing arrest reports:</p> <p>"Probable cause to arrest is a set of facts that would cause an officer or citizen of similar training and experience of the arresting officer or citizen to form an honest and strong belief that the individual has committed a crime, based on the totality of the circumstances."</p> <p>"Reasonable suspicion is a set of specific and articulable facts that leads an officer to reasonably believe that a crime is occurring, is about to occur, or has occurred, and that the person detained is connected to that activity which is criminal in nature. A detention is an exertion of authority that is something less than a full arrest, but more substantial than a simple contact or consensual encounter."</p> <p>Reference: HPM 81.5, Drugs Program Manual, Chapter 1 G.O. 100.91, Search and Seizure Policy</p>			
1. For the determined time period, how many 148(a)(1) PC arrests did Area personnel make?	15		Remarks:
2. Identify the individual who has made the most arrests for 148(a)(1) PC. Of the reports reviewed, determine the total arrests (and the percentage) this employee is responsible for.			Remarks: Three officers each conducted two arrests. The remaining nine arrests were conducted by nine different officers.
3. For the determined time period, how many 647(f) PC arrests did Area personnel make?	6		Remarks:
4. Identify the individual who has made the most arrests for 647(f) PC. Of the reports reviewed, determine the total arrests (and the percentage) this employee is responsible for.			Remarks: The six arrests were made by four different officers.
5. For the determined time period, what percentage of the total number of arrests were for 148(a)(1) PC and 647(f) PC?	1.15%		Remarks: 1.15% (21 of 1647 total arrests)
6. Are supervisors signing page one of the reports, verifying they are reviewing the reports for content, compliance with policy, and accuracy prior to filing the report with the court or district attorney?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A		Remarks:

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COMMAND PERFORMANCE REVIEW CHECKLIST

7. After examining the chronology of events in the arrest report narrative, were the rights of the arrestee honored by not being asked incriminating questions prior to being Mirandized or being asked questions related to the crime after they invoked their Miranda rights?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:																
8. Does the arrest report articulate the officer's seizure of any property/evidence?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:																
9. Does the arrest report articulate a legal basis to seize items taken?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:																
10. Of the reports selected for review, how many resulted in a conviction?	3			Remarks: 148(a)PC- 11 were filed, one was found guilty and ten are pending. Three of the remaining are incomplete and one was rejected. 647(f)PC- all six were filed, two found guilty and four are pending.																
<p>11. For each arrest report inspected and related to the charge(s) of 148(a)(1) PC or 647(f) PC, are the conclusions of the arresting officer supported by articulated facts to support the arrest?</p> <table border="0"> <tr> <td style="text-align: right;"><u>Conclusions</u></td> <td style="text-align: left;"><u>Facts</u></td> </tr> <tr> <td>Assaultive</td> <td>Specific verbal threats or statements, furtive movements, boxer's or fighting stance, rapidly closed distance, clinched fists, lunged or grabbed at officer, scanning the area.</td> </tr> <tr> <td>Non-Compliant</td> <td>Specific statements such as "I'm not going to jail", ignored commands, acted contrary to commands, walked away, illogical responses.</td> </tr> <tr> <td>Resistant</td> <td>Pulled away, folded arms, became rigid, attempted to hide, unresponsive to physical force.</td> </tr> <tr> <td>Matched description</td> <td>Height, weight, clothing, gender, race, hair color, vehicle description, direction of travel.</td> </tr> <tr> <td>Officer Safety</td> <td>Weapons, physical size, putting hands in pockets, characteristics of being armed, proximity to weapons, time of day.</td> </tr> <tr> <td>Area</td> <td>Number and type of arrests, personal observations, citizen's complaints, statistics.</td> </tr> <tr> <td>Suspicious activity</td> <td>Unusual appearance for area (heavy coat in summer), unprovoked fight, looking in vehicles.</td> </tr> </table>	<u>Conclusions</u>	<u>Facts</u>	Assaultive	Specific verbal threats or statements, furtive movements, boxer's or fighting stance, rapidly closed distance, clinched fists, lunged or grabbed at officer, scanning the area.	Non-Compliant	Specific statements such as "I'm not going to jail", ignored commands, acted contrary to commands, walked away, illogical responses.	Resistant	Pulled away, folded arms, became rigid, attempted to hide, unresponsive to physical force.	Matched description	Height, weight, clothing, gender, race, hair color, vehicle description, direction of travel.	Officer Safety	Weapons, physical size, putting hands in pockets, characteristics of being armed, proximity to weapons, time of day.	Area	Number and type of arrests, personal observations, citizen's complaints, statistics.	Suspicious activity	Unusual appearance for area (heavy coat in summer), unprovoked fight, looking in vehicles.	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
<u>Conclusions</u>	<u>Facts</u>																			
Assaultive	Specific verbal threats or statements, furtive movements, boxer's or fighting stance, rapidly closed distance, clinched fists, lunged or grabbed at officer, scanning the area.																			
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Area	Number and type of arrests, personal observations, citizen's complaints, statistics.																			
Suspicious activity	Unusual appearance for area (heavy coat in summer), unprovoked fight, looking in vehicles.																			
Questions 12 through 20 pertain to the Evidence/Property System review																				
12. Is the "Chain of Possession" section of the CHP 36, Evidence/Property Receipt/Report, completed for all movements of the evidence/property?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:																

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13. Are the net and gross weights of controlled substances or suspected controlled substances recorded on the CHP 36 and CHP 36B, Evidence/Property Log, and in the Area Information System (AIS)?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
14. Do the CHP 36 forms contain an officer-in-charge or supervisor's signature, date, or initials, indicating the document and/or the evidence had been reviewed for compliance?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
15. Does the evidence supervisor conduct quarterly inspections and annual inventories of the evidence/property system, placing an emphasis on guns, drugs, and money, while following the procedures outlined in HPM 70.1, Evidence Manual?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
16. Were all items associated with the evidence numbers selected for inspection located?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
17. Are items consisting of guns, drugs, and/or money being routinely purged as set forth in HPM 70.1, Evidence Manual?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
18. Does the commander ensure evidence/property is not left in temporary lockers more than one day, excluding weekends and holidays?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
19. Is there documentation to support management's proactive involvement with their Area's evidence/property system?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks: The Area commander is listed on the sign-in sheet for the evidence room on two separate occasions during this review period.
20. If necessary, has the commander taken proactive steps to meet with the district attorney(s) to coordinate and improve the purging process of evidence items?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> N/A	Remarks: This has not become a necessity.
Questions 21 through 30 pertain to Personnel's Monthly Activity review				
21. Is the CHP 100 form, Officer's Evaluation/Activity Summary being utilized by all officers regardless of assignment?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
22. Are officers completing a CHP 100 form for each calendar month of the year?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
23. During the period being recorded on the CHP 100 form, is the form accessible to both the officer and supervisor(s)?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
24. Are 15 day reviews being conducted by supervisors on the CHP 100 forms?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks: 13 out of 20 did not.
25. During the end of the month review, are all applicable critical task ratings being completed by the supervisor(s)?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
26. Are critical task ratings of "Excellent" or "Needs Improvement" supported with comments by the supervisor documented on the CHP 100 form?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
27. Does the command's Standard Operating Procedures (SOP) outline procedures for the timely completion of CHP 100 forms?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks: The Area SOP does not address completion of the CHP 100 form.
28. Are all signature blocks on the CHP 100 form completed?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks: The fifteen day comment boxes are not filled in but comments made are signed and dated in the body of the CHP 100 form.

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29. Are completed CHP 100 forms for the current year for individual officers maintained in separate files by the supervisors?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
30. Are the CHP 100 forms secured in a locked file after the review process?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
Questions 31 through 45 pertain to Evaluations review				
31. Does the command's SOP outline procedures for the timely completion of CHP 112, Management Summary forms?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks: The Area SOP does not address completion of the CHP 112.
32. Are sergeants completing a CHP 112 form every calendar month?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
33. Are raters reviewing the CHP 112 on a regular basis and providing monthly ratings on all appropriate critical tasks at the end of each calendar month?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
34. Are reviewers examining and initialing the completed CHP 112 at the end of each calendar month (and at any other time deemed appropriate)?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
35. During the period when comments are being recorded on the CHP 112, is the form maintained in a location available to both the sergeant and his/her immediate supervisor and inaccessible to non-supervisory personnel?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
36. Is the CHP 118S, Performance Appraisal – Sergeant, being completed, signed, and processed within 60 days following the end of each calendar year?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks: Seven out of thirteen were completed more than 60 days after the end of the calendar year.
37. Are probationary sergeants receiving performance appraisals at the end of four, eight, and 12 months?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
38. Is the CHP 118MM, Performance Appraisal – Middle Manager, being completed, signed, and processed within 60 days following the end of each calendar year?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks: One out four were completed more than 60 days after the end of the calendar year.
39. Are probationary managers receiving written performance appraisals at the end of four, eight, and 12 months?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
40. Is the CHP 118N, Performance Appraisal – Motor Carrier Specialist II, being completed, signed, and processed within 30 days following their promotional anniversary date?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> N/A	Remarks: There are none assigned to the Area.
41. Is the CHP 118P, Performance Appraisal – Motor Carrier Specialist III, being completed, signed, and processed within 60 days following their promotional anniversary date?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> N/A	Remarks: There are none assigned to the Area.
42. Is the CHP 118PSDS1, Performance Appraisal – Public Safety Dispatch Supervisor I, being completed, signed, and processed within 60 days following their promotional anniversary date?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> N/A	Remarks: There are none assigned to the Area.

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43. Is the CHP 120, Individual Development Plan for Future Job Performance of Permanent Employee, completed within 30 days following the employee's anniversary date of appointment in the current job classification?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
44. Is the STD 636, Report of Performance for Probationary Employee, completed every two months, four months, and six months for employees serving six-month probationary periods?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> N/A	Remarks: There were no employees this applied to.
45. Is the STD 636 completed every four months, eight months, and 12 months for employees serving 12-month probationary periods?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
Questions 46 through 54 pertain to the Area's Ride-Along Program review				
46. Has the command developed SOP to ensure ride-alongs within their Area are in accordance with GO 100.42, Ride-Alongs and HPM 70.16, Recruitment Program Manual, Chapter 13?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks: The Area SOP does not address civilian ride-alongs.
47. Is a CHP 428, Release and Waiver of Liability, form being completed for all non-CHP employee ride-along participants prior to the ride-along?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
48. Do the command's CHP 428 forms explain the purpose of the ride-along(s)?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks: The CHP 428 does not indicate this information.
49. Are the CHP 428 forms being retained for one year?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
50. Is the California Law Enforcement Telecommunications System (CLETS) being used to obtain record checks on individuals who wish to ride-along with an officer?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks: A CLETS printout was attached to one of the 20 CHP 428 forms reviewed.
51. Are all ride-along requests being forwarded and reviewed by the Area commander or his/her designee prior to the ride-along taking place?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
52. Does the Area have an SOP for quarterly supervisor ride-alongs with officers?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks: The Area SOP calls for quarterly ride-alongs for probationary officers and bi-annual ride-alongs for non-probationary officers.
53. Are shift supervisors participating in at least a one hour ride-along per year with officers?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
54. Does the Area have an established system in place for recording supervisor ride-alongs?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
Questions 54 through 58 pertain to Special Duty positions review				
55. Does the Area have a SOP for the duties related to the VIN (Vehicle Identification Number) officer?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
56. Does the Area's SOP contain procedures for voiding VIN labels?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks: The Area SOP does not address VIN voiding procedures.
57. Does the Area comply with departmental policy for voiding VIN labels?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
58. Does the Area retain copies of the memorandums documenting VIN labels being voided? How long are the memorandums being retained?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks: The Area provided a copy of a memorandum dated 12/29/09.

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59. Are replacement VIN plates requisitioned from Field Support Section (FSS) using a CHP 41, Supply Requisition form or a CHP 97A, Monthly Inventory Control Replacement VIN plates (Bland Un-Numbered) form form?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
60. Is the Commander or designee signing the CHP 41 form?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
61. Did the VIN Officer complete the CHP 97, Monthly Inventory Control Replacement VIN plates, Pre-numbered form, and the CHP 97A, at the end of each month and ensure the Commander signs both?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
62. Did the VIN officer complete either a DMV Reg. 124, Application for Assigned Vehicles Identification Number Plate, or DMV Reg. 256, Statement of Facts, for every VIN plate issued by the command, and attach these documents to the CHP 97B, VIN Paperwork Reproduction Master form?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
63. Are the replacement VIN labels (both numbered and un-numbered) kept in a locked location?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
64. Are the non-issued blank un-numbered and pre-numbered VIN plates on hand at the Area accounted for?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
65. Does the Area's backup VIN officer have keys to the locked drawer/cabinet where the VIN labels are kept?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
66. Does the Area have a SOP for the School Bus Officer/Coordinator (SBOC)?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
67. Has the SBOC attended the required annual training hosted by Division?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
68. Does the Area have trained backup personnel for the SBOC position?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
69. Are CHP 295H, Driver Certificate Log(s), being maintained for the current year plus three years?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:

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70. Does the CHP 295H form contain the required information as indicated below?				Remarks:
• California Special Driver Certificate	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	
• DL-45 number	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	
• The DL-45 issue date	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	
• The applicant's name or drivers license number	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	
• The type of certificate (e.g., original-SB, renewal-FL, or duplicate-SP)	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	
• The total fees collected	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	
• The initials of persons transferring the fees collected	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	
• Any other notations?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	
71. Is the SBOC completing a CHP 295E, Applicant Reference form for each applicant file?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
72. Are the CHP special certificates and tests stored in a locked cabinet that has restricted access?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
73. Other than the SBOC, who has access to the certificates?				Remarks: The secondary SBOC officer and supervisory personnel.
74. In the event an applicant fails a test, are there procedures in place to ensure the applicant receives a different test upon re-examination? (Explain what these procedures are in the "Remarks" section)	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks: The SBOC officer examines the CHP 295 in the applicant's file to determine which test(s) were previously recorded as having been taken and chooses from the remaining test(s) that have not yet been selected.
75. Is a CHP 100E, Monthly Activity Report, School Pupils and Farm Labor Safety, completed each month by the SBOC?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
76. Is a supervisor reviewing the CHP 100E form each month?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
77. Does the Area have SOP for the Tow Officer?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
78. Does each tow company have its own file containing a valid Tow Services Agreement (TSA) signed by the commander?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
79. Has the Area conducted, at a minimum, one annual open enrollment meeting with the tow companies to discuss any issues with the forthcoming TSA?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
80. Does the Area maintain a tow complaint file?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
81. Does the Area retain the records for any disciplinary action taken against a tow company?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
82. Does the Area conduct an annual inspection of each tow company's primary and secondary storage facility?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:

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83. Is the primary storage facility address for each tow company the same as the business address on the CHP 234 form? If not, is the business address listed as a secondary storage facility on the CHP 234 form?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
Questions 84 through 92 pertain to the Rotation of Special Duty positions review				
84. Does the Area have SOP establishing a minimum/maximum time an officer can remain in a special duty position?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks: The Area SOP reflects a minimum time of one year, but does not reflect a maximum time of assignment.
85. Are special duty personnel being rotated according to the established SOP guidelines?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> N/A	Remarks: There are no guidelines.
86. Has the SBOC been in his/her respective position for more than the allowable time period?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> N/A	Remarks: There is no documented time limit. The SBOC officer has been in this position for five years.
87. Has the VIN Officer been in his/her respective position for more than the allowable time period?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> N/A	Remarks: There is no documented time limit. The VIN officer has been in this position for seven years.
88. Has the Tow Officer been in his/her respective position for more than the allowable time period?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> N/A	Remarks: There is no documented time limit. The tow officer had been in this position for under one year.
89. Has the AI Officer(s) been in his/her respective position for more than the allowable time period?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> N/A	Remarks: There is no documented time limit. The AI officer has been in this position for under one year.
90. Has the Court Officer(s) been in his/her respective position for more than the allowable time period?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> N/A	Remarks: There is no documented time limit. One court officer has been in this position for one year. The other court officer has been in this position for eight years.
91. Has the Evidence Officer been in his/her respective position for more than the allowable time period?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> N/A	Remarks: There is no documented time limit. The evidence officer has been in this position for one year.
92. Has the Front Desk Officer been in his/her respective position for more than the allowable time period?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> N/A	Remarks: There is no documented time limit. The front desk officer has been in this position for one year.
Questions 93 through 98 pertain to the Unusual Occurrence Log review				
93. Has the command developed SOP to ensure Area personnel follow notification policies and procedures as contained in GO 100.80, Report of Unusual Occurrence?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
94. Has the command established an Area specific unusual occurrence log to document high profile/threshold, reportable incidents?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
95. Does the unusual occurrence log document supervisor(s) and manager(s) presence at high profile or threshold events?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
96. Are employees making entries in the unusual occurrence log as required?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
97. Does the Area SOP outline procedures requiring supervisors to regularly review and evaluate the information documented in the unusual occurrence log?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:

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98. Are controls in place to restrict access to the unusual occurrence log?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
Questions 99 through 105 pertain to Subpoenas and Court Attendance review				
99. Does the immediate supervisor or designee serve copies of subpoenas to employees?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
100. Does the Area have a process to ensure proper service of subpoenas?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
101. Does the command's SOP outline the following:	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks: The Area conducts monthly audits of court attendance. Refer to the exceptions document for further. The Area SOP does not make reference to court attendance requirements nor does it reflect the requirement of documenting the disposition of court cases on the CHP 415 of the officer subpoenaed.
• Service of the subpoenas?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	
• Clerical filing of served subpoenas?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	
• Court appearance?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	
• Court attendance?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	<input type="checkbox"/> N/A	
• Disposition requirement of court case on CHP 415, Daily Field Record?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	<input type="checkbox"/> N/A	
102. Do supervisors routinely attend court proceedings to observe court attendance, proper attire, testimony, and demeanor of Area officers?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
103. Does the Area have a system in place to monitor court attendance/testimony by employees?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
104. Do CHP 415 forms contain the final disposition of cases in the notes section?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks: Nine out of 12 CHP 415 forms did not reflect case disposition.
105. Does the Area have a system in place to track the final disposition of cases filed by the Area and is follow-up conducted on missed court appearances?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks: Disposition for criminal cases is checked regularly by the court officer.
Questions 106 through 109 pertain to the CHP 415, Daily Field Record review				
106. Have reports been entered into AIS, Area Information System, for all activity listed in the "Primary Activity Code" section of the CHP 415 requiring a report? A list of these activities are listed below:	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
• 202, DUI Arrest	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	
• 216F, Felony Arrest-Non-DUI	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	
• 216M, Other In Custody Arrest-(Misdemeanor, Non-DUI)	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	
• VTROLL, Rolling Stolen Vehicle	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	
• 555I, Accident Investigation	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	
• 555R, Accident Report	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	
107. Are 90% of collision investigations/reports available to the public within eight working days of the incident's occurrence?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks: 51%

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108. Is the "Notes" section of the CHP 415 used to explain any overtime listed on the left side of the CHP 415, including who pre-approved it?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
109. Is the required information being included in the "Comments" section of the CHP 415, as listed below?				
<ul style="list-style-type: none"> <u>Verbal Warning (Verbal)</u>. The section violated, and driver's license number shall also be recorded. If no driver's license is available, obtain the individual's name and date of birth. If neither of the above is available, obtain the vehicle identification number or license plate number. 	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks: 10 of the 20 CHP 415 forms reviewed did not contain the required information for verbal warnings.
<ul style="list-style-type: none"> <u>Motorist Service (MS)</u>. The vehicle license number shall also be recorded. If no vehicle information is available, the vehicle verification number or the last six digits of the vessel number shall be recorded. 	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	
<ul style="list-style-type: none"> <u>Aid to Disabled Motorists (ADV)</u>. The vehicle license number shall be recorded. 	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	
<ul style="list-style-type: none"> <u>CHP 422 (422)</u>. The vehicle license number shall be recorded. 	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	
Questions 110 through 121 pertain to the Secondary Employment review				
110. Does the Area have a CHP 318, Notice of Intent to Engage in Secondary Employment log?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
111. Total number of CHP 318 forms on file according to the log				Remarks: Two employees currently maintain secondary employment.
112. Does each log entry contain the employee's name?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
113. Does each log entry contain the employee's rank or title?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks: The employee rank was not included on the secondary employment log.
114. Does each log entry contain the employee's ID number?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
115. Does each log entry contain the name of the employee's secondary employer?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks: The name of the employer was not included on the secondary employment log.
116. Does each log entry contain a description of the secondary employment?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
117. Does each log entry contain an emergency contact telephone number for the employee?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
118. Does the CHP 318 form contain the employee's signature and date?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
119. Is the CHP 318 form current as of the last annual evaluation?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
120. Does the CHP 318 form contain the Commander's signature and date?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
121. Does the CHP 318 form contain the Division Commander's signature and date?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:

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Questions 122 through 124 pertain to CHP 18 form review				
122. Do the CHP 18, Receipt of Inconsistent and Incompatible Activities Statement forms contain the most recent and applicable revision date?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks: Six out the 10 reviewed had an incorrect revision date.
123. Is the CHP 18 form current as of the last annual evaluation?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
124. Does the CHP 18 form contain the signature, date, and ID number of both the employee and a witness?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
Questions 125 through 128 pertain to Substance Abuse Kit review				
125. Does the Area have two Kroll Substance Abuse Kits available and on-hand?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
126. Does the Kroll Substance Abuse Kit contain the following items: container, waybill receipt, custody and control form, specimen bag, and substance testing action checklist?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
127. Does the substance abuse kits' packaging appear to be sealed and in good condition?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
128. Are both kits are kept in a secure location and available to all supervisors and managers?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks: